

## **Instructions for the Full Application**

Applicants must follow all directions for the formatting and submission of the Full Application that applied to the Prospectus. The Full Application is not to exceed 75 pages.

Note: The narrative must follow the *Full Application Narrative Outline*. Failure to do so may serve as grounds to reject an application.

# Full Application Narrative Outline

## I. Vision

### A. Mission

- This section should include all *Mission* information from the Prospectus. If there are any changes, please update them.

### B. Need

- This section should include all *Need* information from the Prospectus. Please include any additional information your team has gathered since the submission of the Prospectus.

### C. Goals

- This section should include all information from the *Goals* section of the Prospectus. Please include any changes or updates to the goals that your team would like to make.

## II. Educational Services Provided

### A. Educational Model

- This section should include all information from the *Educational Model* section of the Prospectus. Please include any changes or updates to the educational model that your team would like to make.

#### **In addition to the above information, please also provide the following information.**

- Describe the culture that will be developed in the school.

### B. Academic Standards

- Applicants must build their curriculum on the Indiana standards and may adopt additional standards that meet or exceed the Indiana standards.
- Provide examples of “exit standards” for three areas: mathematics, English language arts and one other subject area of your choice.
- Exit standards should give reviewers a clear sense of what students in the last grade you anticipate serving will know and be able to do in order to successfully complete your program.
- Describe the school's policies and standards for promoting students to the next grade, or grouping level.
- Also, choose a grade and subject area to demonstrate how any additional standards meet or exceed Indiana's standards.

### C. Curriculum

- This section should include all information from the *Curriculum* section of the Prospectus. Please include any changes or updates to the curriculum that your team would like to make.

#### **In addition, please provide the following information.**

- Explain how the curriculum is aligned with Indiana state standards.
- Provide two sample lessons (from two different grade levels) that demonstrate how the school's educational model and mission play out in the classroom.
- In your sample lessons, indicate how the curriculum is aligned with Indiana standards and the school's additional standards, as well as how limited English proficient learners, students with

special needs, and students who enter the school below grade level will be engaged in and benefit from the curriculum.

#### **D. Assessment**

- This section should include all information from the *Assessment* section of the Prospectus. Please include any changes or updates to the assessments that your team would like to make.

#### **In addition, please provide the following information.**

- The outline of the assessment approach should detail reporting mechanisms for assessment information and indicate which audiences will receive this information, as well as the frequency of reporting.
- The outline of the assessment approach should also describe how assessment information will be used to continuously improve instruction, student learning and individual development and how the school will engage students who are working at levels that are either (a) above or (b) below the school's performance standard.
- Plan for disaggregating achievement data specific to all exceptionality areas and disproportionality.

#### **E. Support for Learning**

- Describe the type of school culture the school aims to develop.
- Explain the strategies the school will employ to develop a positive culture that is supportive of students, faculty and families.
- Describe the school's philosophy regarding student behavior and discipline for the general student population and special needs students.
- Detail how the school plans to build and maintain family-school partnerships that focus on strengthening support for student learning, improving communication, and encouraging parental involvement in school operations.
- Describe how parental satisfaction will be gauged and the process for gathering and publicizing parental satisfaction results.

#### **F. Special Student Populations**

- This section should include all information from the *Special Student Populations* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.

### **III. Organizational Viability and Effectiveness**

#### **A. Enrollment / Demand**

- This section should include all information from the *Enrollment/Demand* section of the Prospectus. Please include any changes or updates to the enrollment or demand that your team would like to make.

#### **B. Human Resources**

- Describe the qualifications and attributes of an ideal teacher for the proposed school and how these qualifications will support the mission and promote effective student learning.

- Provide a plan for ensuring that recruitment and selection procedures will reinforce these desired qualities in the school's faculty.
- Also describe plans for developing and implementing an effective professional development program.
- Detail how the staff evaluation system will support the school's mission and educational model.
- Indicate the number of teachers and other school staff to be hired.
- If necessary, describe the job position.
- Indicate the compensation structure for teachers and staff and list the benefits that will be provided to them (including health insurance, retirement benefits, and liability insurance). Please be as specific as possible.
- Describe the school's plan for staffing special education, including the necessary qualifications of special education staff.

### **C. Governance and Management**

- This section should include all information from the *Governance and Management* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.

#### **In addition, please provide the following information.**

- Explain your collective qualifications for establishing a high quality charter school in Indianapolis and taking stewardship of public funds.
- Include in your description evidence of the Board of Directors and school leadership team's ties to and knowledge of the local community.
- Summarize each person's experience, qualifications, and relevant affiliations, and explain why he or she was chosen to participate in the team.
- Explain what role each individual will play once the school is in operation.
- Describe any plans for further recruitment of school leader(s) and other key personnel.
- Include copies of the organizational documents
- Briefly detail your recruitment, selection, and development plans for board members.

### **D. Community Partnerships**

- This section should include all information from the *Community Partnerships* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.

#### **In addition, please provide the following information.**

- Provide concrete examples of how community partners will play an integral part in the life of the school.

### **E. Financial Management**

- Explain how the school's finances will be managed.
- Describe the fiscal controls and financial management policies the school will employ to track finances in its daily business operations.
- Describe how the school will develop its annual budget.
- Describe any planned fundraising efforts and who will lead these efforts.
- If the school plans to contract with an outside provider, detail who the provider is and what services will be contracted.

## **F. Budget**

- This section should include all information from the *Budget* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.
- Include any committed contributions or in-kind donations of goods or services to be received by the charter school that will assist in evaluating the financial viability of the school.
- Detail your contingency plans should you experience a budget shortfall, low student enrollment or other operational difficulties.
- Explain how the school will make certain that sufficient funds are available to cover a) any special education costs incurred and b) any transportation costs necessary to ensure the school will be both open and accessible.
- Remember that it is prudent to be conservative in your assumptions for the amount of funding you expect to receive per pupil.

## **G. Facility**

- This section should include all information from the *Facility* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.

### **In addition, please provide the following information.**

- Provide a detailed breakdown of any anticipated construction or renovation costs (these should be discussed in the text and reflected in your budget).
- If the charter school or its applicants or partners would own or lease its facility, provide a description of the ownership or lease arrangement of the facility, including any potential conflicts-of-interest and arrangements by which such conflicts will be managed or avoided. Include name of bank or lender, rate, term, and status (loan approved, in negotiations, assumed).
- If possible, provide a layout and description of the proposed charter school facility. Include the number and size of the classrooms, common areas, recreational space, any community facilities, and any residential facilities.
- Explain how the facility will meet the needs of students who are physically challenged.
- If a facility has not been selected, indicate any existing possibilities and the process that will be used to find a suitable facility. Include a timeline for facility selection and requisition.

## **H. Transportation**

- This section should include all information from the *Transportation* section of the Prospectus. Please include any changes or updates to the section that your team would like to make.

## **I. Risk Management**

- Provide a description of the risk management philosophy and approach to minimizing liability of the charter school, its governing board members and employees.
- Schools receiving a charter from the Mayor of Indianapolis will be required to indemnify the City of Indianapolis, the Mayor's Charter Schools Advisory Board, related entities and, their respective officers, employees and agents.
- In addition, charter schools must obtain liability insurance coverage.
- The applicant should provide evidence from an insurer of its ability to obtain liability insurance coverage in the amounts set forth below; however, an applicant may provide a written justification if it is unable to obtain, or believes it unnecessary to obtain, insurance coverage in the following recommended amounts:
  - Commercial General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate

NOTE: SUCH COMPREHENSIVE GENERAL LIABILITY INSURANCE MUST EXPRESSLY COVER CORPORAL PUNISHMENT LIABILITY AND ATHLETIC PARTICIPATION MEDICAL COVERAGE.

- Directors' and Officers' Liability/ Educators' Legal Liability/ Employment Practices Liability: \$1,000,000 per occurrence; \$3,000,000 aggregate

- Sexual Abuse Liability: \$1,000,000

NOTE: SEXUAL ABUSE LIABILITY MUST BE A SEPARATE POLICY OR A SEPARATE COVERAGE PART WITH LIMITS INDEPENDENT OF OTHER COVERAGE PARTS IN THE GENERAL LIABILITY POLICY.

- Automobile Liability: \$1,000,000 combined single limit

- Umbrella (Excess Liability): \$3,000,000 per occurrence; \$3,000,000 aggregate

NOTE THAT THE UMBRELLA POLICY MUST INCLUDE: COMMERCIAL GENERAL LIABILITY, DIRECTORS' AND OFFICERS' LIABILITY/EDUCATORS' LEGAL LIABILITY/EMPLOYMENT PRACTICES LIABILITY, AUTOMOBILE LIABILITY AND SEXUAL ABUSE LIABILITY.

- Workers Compensation Liability: As required by Indiana law

- Provide an estimate from an insurance agent/broker for the insurance coverage (with a minimum A-BEST rating) identified above (or such other coverage amounts as the charter school would be able to obtain).
- For schools that plan to serve large populations of students with exceptional needs, has liability for malpractice and due process been assessed and addressed in the budget and risk management plan?

#### **J. Timeline**

- Provide a clear and detailed timeline for getting the school into operation, from receipt of the charter to the opening of the school.
- In addition to the timeline, provide a detailed startup plan that includes staffing as well as the resources you will use to support the startup activities.

#### **IV. Summary of Strengths**

- In no more than 300 words, summarize why you believe this applicant will create an excellent charter school that effectively meets the educational needs of students in the community.